

DEPARTMENTAL DISTRIBUTION TO THE SUPERINTENDENT OF DOCUMENTS

Under the provisions of Title 44 Section 76 of the United States Code, Government departments are required to furnish to the Superintendent of Documents one copy of each publication issued by them. This section has been further amplified by the Joint Committee on Printing in its resolution of July 15, 1937 to include material produced by departments and agencies within their own establishments exclusive of that which is purely administrative or confidential in nature.

The purpose of having these publications furnished to the Superintendent of Documents is for bibliographical control. The Superintendent is charged by law with the responsibility of preparing a Monthly Catalog of all publications issued by the Government. Unless the departments and agencies furnish the Superintendent all publications other than those which are purely administrative or confidential the Catalog cannot be complete.

The Superintendent of Documents recognizes the fact that some publications are produced in very limited quantities and are not available for distribution to the general public. In order to protect the departments and agencies against requests for copies from the general public, such publications are listed with a distribution symbol indicating that they are for official use and not available. If the department or agency so desires, an additional statement is put in the actual listing to the effect that no copies are available.

Why is it important that all publications be listed? First, it is to provide one central record of all Government publishing. Secondly, it insures that knowledge of the existence of such material is not lost. Thirdly, through the Publication Board Project in the Library of Congress a microfilm copy is made of all material listed in the Monthly Catalog. This film is sold to the Readex Microprint Corporation which offers microprint copies of all the publications on a subscription basis. Thus libraries which subscribe to such service will have copies of the various studies and reports which are produced in limited quantities, available in micro form for research purposes. To people throughout the country engaged in research it is important to know of the existence of such material and to be able to read it at least in micro form. This will help them avoid duplicating study and research already accomplished by the Government and they can go further in the subject with these as a basis. Thus the progress of mankind is accelerated by the completeness of our Monthly Catalog.

What is administrative material? The following are examples of material commonly considered in this category:

1. Anything in the nature of orders, memoranda, or specific instructions from one echelon or level of command or supervision to a lower one or between units of a department or agency.

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2. Any preliminary report or draft which has not had final approval.
3. Any materials concerned with personnel instruction or handling, outlining the policy of any agency to employees, employee news organs or similar material.
4. Procedure manuals for operations within a department or agency which are of concern only to the employees and not to the public.
5. Letters to offices of agents in the field.
6. Memoranda or instructions to State or local government officials, or to persons or firms working under contract with a department or agency.
7. Office directories.
8. Briefs and other such papers relating to cases being ruled upon or adjudged.
9. Reprints of articles from journals intended for internal use.